



368178

CHILD CARE/LEARNING CENTERS



















# THE PHAF



Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of children.

- FRED ROGERS







#### Our Mission

Tutor Time's programs offer peace of mind to each parent by providing the highest standards of child care and education. Tutor Time understands early childhood education. We have listened to parents, teachers & children when developing our programs. We know that the first three years of a child's life are critical learning years for intellectual development.

Research has shown that in early years learning plays a crucial role in the development of the intellect, self-esteem and self-confidence. We have written our curriculum, designed our facilities and trained our teachers according to these findings. Our mission is to provide the most comprehensive child care learning environment to meet the needs of your child.

## Our Philosophy

We believe we need to be a vital extension of your family, sharing love and concern for your children as we work together to build a foundation for their happiness and success.

The Tutor Time philosophy is based on three meaningful words... Love, Learning and Understanding.

We care.











Education is to get where you can start to learn.

— GEORGE AIKEN

## Our Commitment to Excellence

Tutor Time's programs offer peace of mind to each parent by providing the highest standards of child care and education.

#### Parent/Teacher/School Triangle

We encourage parents to participate in their child's learning process. To further parent/teacher communication, we schedule routine conferences. Daily, weekly and monthly reports go home to inform you of your child's individual activities and events. The parent/teacher/school triangle is an integral part of the healthy development of each child.

## **Our Staff**

Tutor Time teachers are fully certified and/or credentialed in early childhood education. All staff members are chosen for their warmth, education and experience. Each person is encouraged to reach their full potential — therefore, teachers are involved in continuing education courses in early childhood education.



At every step the child should be allowed to meet the real experiences of life; the thorns should never be plucked from his roses.

- ELLEN KEY









#### Security and Safety

The security and safety of your child is of utmost importance.

Children are only released to those individuals listed on the child's records by the enrolling parent. Classrooms have observation windows and security cameras. Gates and fences are strategically

placed throughout the campus with safety and security always in mind.

All employees are required to wear identification badges and Tutor Time apparel. Their backgrounds are thoroughly screened before employment, thereby giving you, the Tutor Time

parent, complete peace of mind.

Our centers have an electronic access entry system that allows only authorized persons to enter the child care center.

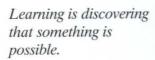
This access system is only one part of our security program known as Safe N Sound $^{\text{TM}}$ .











- FRITZ PERLS



## Safe N Sound™

Safe N Sound™ is the only electronic automated security system of its kind in the child care industry. It is so comprehensive and advanced that, with the touch of a button, the Tutor Time operator can:

- check teacher to student ratios at any time of the day
- verify the location of any child, anytime
- track critical medical information for students and teachers

- view actual time in and out for each student or employee
- view and/or print an invoice of all activities for each family
- verify which authorized pick-up person dropped off and/or picked up each child
- and much more.

Safe N Sound™, a Tutor Time innovation, was developed especially for Tutor Time centers with a focus on the chil-

dren's safety and operational efficiency. A magnetic card with a PIN number is issued to all parents. The computer monitors the coming and going of students and staff, as well as who is picking up and dropping off the children.

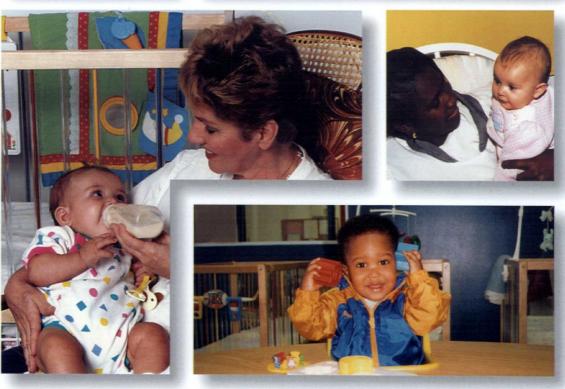
Our high-tech Safe N Sound™ system, found exclusively at Tutor Time, gives both parents and staff an additional sense of security.



Education is simply the soul of a society as it passes from one generation to another.

— G. K. CHESTERTON





## Licensing Requirements

Tutor Time is a strong believer in rigid enforcement of state agency regulations. In many instances, Tutor Time's standards are much more stringent than regulatory agencies. We demand the very best for our families.

#### Infant Care Program

Our Tutor Time infants are cared for in a clean, fresh, wholesome environment designed for maximum comfort and learning. They are given loving, interactive stimulation activities utilizing developmentally appropriate play equipment.

Caregivers are required to obtain First Aid and CPR training as well as attend many hours of Tutor Time seminars. Our curriculum encourages socialization

and language development as well as large and small motor skill activities.

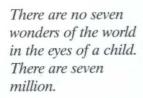
Each child is assigned his/her own crib which cannot be shared.

Our infant center is designed as a self-contained room with the diaper changing area and kitchen area completely separated.

Daily "Baby Grams" go home to inform parents about their child's day at Tutor Time.



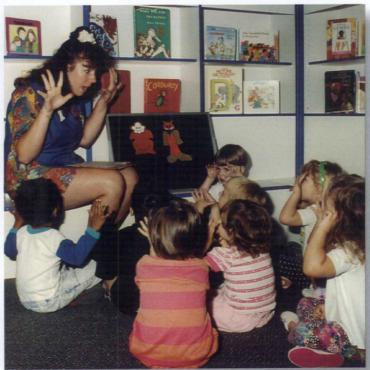




- WALT STREIGHTIFF







## **Toddler Program**

When our Tutor Time children start walking, they are ready to move on to the Toddler Program where the environment, equipment and activities are designed to promote safety while learning. Toddlers spend their days at Tutor Time listening to music and stories and having fun. Daily reports called "Toddler Tattlers" go home for parents to share their child's experiences.

## **Twaddler Program**

Our two year olds' program, "Twaddlers", is designed to accommodate the traits and needs of a child who is growing toward independence. Two year olds are entering the world of change. Physical,

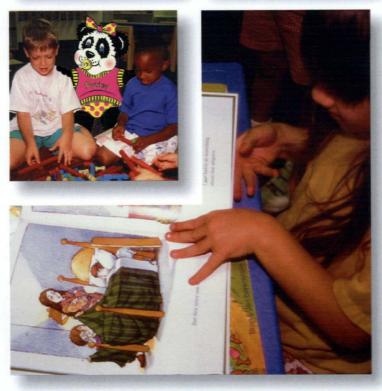
social, emotional and intellectual growth is at an all time high so our teachers are provided with appropriate resources and training to meet the needs of this stage of development.





Teaching kids to count is fine, but teaching them what counts is best.

- BOB TALBERT





#### **Preschool Program**

Tutor Time's preschool program focuses on developing a natural curiosity for learning. We do this through interest centers that promote discovery learning by asking questions, exploring, problem solving and skill mastery. Learning centers provide an academic emphasis through hands-on discovery experiences.

The "Learning Centers" at Tutor Time are well-equipped areas of special age appropriate activities. They include:

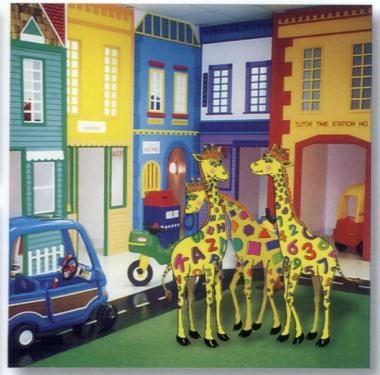
- Our Tutor Towne™ Village
- Computer Lab
- Arts and Dramatic Play
- Music
- Library
- Math Center
- Science-Discovery Center

- Language Arts Center
- Reading and Writing
   Readiness Center
- Manipulatives Center
- Home Area
- Sensory Center
- Playground (play areas are separate and designed according to age)











Children who engage in active pretending are developing imagination and creativity, so that one day they may learn what has not been discovered and imagine what has not been created.

— Dr. Marilyn Segal

## Tutor Towne™

The magic of childhood is the ability to make believe. The Tutor Towne™ village brings imagination alive. Children can fulfill this fantasy in our Tutor Towne™ village sociodramatic learning center. The two story village is designed to

promote social and dramatic play. Your child can become a firefighter, recreate a family in our village home, go grocery shopping, become a repair person at the fix-it shop or deliver the mail at our post office.

Sharing and cooperating become a fun and positive experience. Dramatic play and interacting in Tutor Towne™ will help your children develop a better understanding of themselves and the community.







We call a child's mind "small" simply by habit; perhaps it is larger than ours, for it can take in almost anything without effort.

— CHRISTOPHER MORLEY







#### Computer Lab

The Tutor Time computer lab provides an extension of the learning center concepts.

Children two and a half years and older are introduced to developmentally appropriate software programs that promote musical discrimination, eye-hand coordination, visual perception, logic, problem solving and keyboard skills. The Tutor Time computer program introduces our children to the high

tech world that will become so much a part of their lives.

Many times a visit to the computer lab is the highlight of the day!



Every time we teach a child something, we keep him from inventing it himself... that which we allow him to discover by himself... will remain with him.

— JEAN PIAGET









#### Lunch and Snacks

Children enjoy a delicious hot lunch and two snacks a day. Meals are planned to be nutritionally balanced and attractively served. Breakfast may be served for early arrivals.

## Holidays

For the convenience of working parents, Tutor Time is open from 6:30 a.m. to 6:30 p.m.\*, Monday through Friday. School is open year round and closes only for the observance of certain holidays.

## **Summer Camp**

Our Summer Camp Program is structured to enhance the Fall and Winter sessions, providing a lighter camp-like atmosphere. It encompasses various activities: karate, dance, gymnastics, drama, computers,









A very wise old teacher once said: "I consider a day's teaching is wasted if we do not all have one hearty laugh."

— GILBERT HIGEST

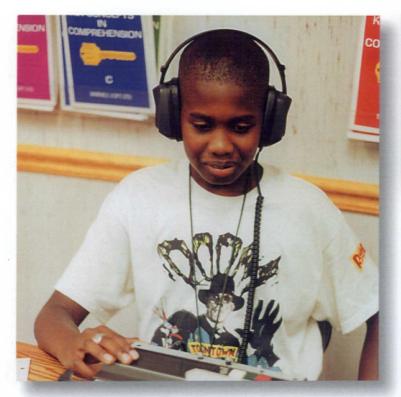
## After School Care

field trips and organized sports including tennis, badminton, basketball and swimming. Outings, picnics, barbeques and overnight camping trips are also an exciting addition to the Summer Camp Program.

Your child will be picked up from the local public schools. Activities such as field trips, homework assistance, tutoring, computers, dance, foreign languages, gymnastics, karate, music, arts & crafts and organized sports may be offered.

Children enrolled in the After School Program are eligible for "Fun-n-Play Days" which are offered when the public schools are closed for various reasons. Field trips and camplike activities such as picnics, skating, bowling and movies are planned.







The young do not know enough to be prudent, and therefore they attempt the impossible — and achieve it, generation after generation.

— PEARL S. BUCK





#### The Honors™

The Honors™ Program\* is a supplemental educational program for elementary age children, offering both remedial education and enrichment opportunities in reading, writing, math and study skills. The program is designed for one certified teacher to work with

three students for one hour.

Parents enroll their child for 18

weeks totalling 36 sessions.

The "Homework Helper" resource room is a program that works in conjunction with The Honors™ Program. After the children finish the tutoring session, they can access our

homework room where, with the supervision and help of certified teachers, a child can complete any homework that they may have, do research projects and improve study and organizational skills.

That's what education means — to be able to do what you've never done before.

— GEORGE HERBERT PALMER









## Tumbling Tots™

Tumbling Tots™ is a fitness through play program\* for infants, children and parents. Stimulating age appropriate activities are offered in the fun-filled classes. Original music and a unique curriculum offer a wonderful experi-

ence for children and parents to share, grow, learn, play and become physically fit together.

Our highly qualified, enthusiastic teachers have completed the "Tumbling Teachers"

Training Program.

Your child will go "bananas" when "Tumbles™", our monkey mascot, introduces them to the bright "Tumble Gym" filled with safe, specially designed equipment. They will also adore singing and exercising together.





No one has yet fully realized the wealth of sympathy, kindness and generosity hidden in the soul of the child. The effort of every true educator should be to unlock that treasure...

— EMMA GOLDMAN







## A Great Choice

We realize that there are many child care centers to choose from and we know that choosing the right one can be a painstaking decision for all parents; therefore, we invite you to discover what so many other parents have found to be true. You can rely upon Tutor Time's staff for love, understanding, professionalism and high standards.



# WELCOME TO TUTOR TIME

# WELCOME TO TUTOR TIME...

...a secure, nurturing, stimulating and fun place for your child!

Our purpose is to provide the highest quality childcare and preschool education.

We know that choosing the right childcare center is a crucial decision for all parents. You can rely on Tutor Time's staff to love and understand your child. Tutor Time thanks you for entrusting our center with that responsibility. We promise to bring piece of mind and satisfaction to our parent's.

Tutor time understands early childhood education. Research has shown that the first three years of a child's life are critical learning years. Early learning plays an important role in development of the intellect, self-esteem and self-confidence. We have designed our facilities, developed our curriculum, and trained our staff according to these findings.

## **OUR MISSION STATEMENT**

# **OUR MISSION**

Tutor Time's programs offer peace of mind to each parent by providing the highest standards of child care and education. Tutor Time understands early childhood education. We have listened to parents, teachers & children when developing our programs. We know that the first three years of a child's life are critical learning years for intellectual development.

Research has shown that in early years learning plays a crucial role in the development of the intellect, self-esteem and self-confidence. We have written our curriculum, designed our facilities and trained our teachers (according to these findings). Our mission is to provide the most comprehensive child care learning environment to meet the needs of your child.

We believe we are a vital extension of your family, sharing love and concern for your children as we work together to build a foundation for their happiness and success.

Tutor Time serves the education-based childcare needs of children from six weeks to six years of age, with summer camps and after school supplemental learning and tutoring programs for children up through 17 years of age.

Parents are more aggressively seeking out childcare with effective education programs and Tutor Time strives to be a parent's first choice. We offer parents peace of mind by providing a nurturing, educational and developmental curriculum dedicated to a child's ever-changing needs.

# THE PARENT/CHILD/TEACHER TRIANGLE

## PARENT INVOLVEMENT

We encourage parents to participate in their child's learning process. To further parent-teacher communication we schedule routine conferences. Daily, weekly and monthly reports go out to parents of various age groups to inform you of your child's activities and school events. The parent/child/school triangle is an integral part of the healthy development and education of a child.

By being an involved parent, your child's experience at Tutor Time will be enhanced for both of you. You are always welcome to visit for a few minutes or a few hours and, of course, you are welcome to join whatever activity is going on, whether it's reading stories, arts and crafts or eating lunch.

If your daytime schedule does not permit active involvement at Tutor Time during class time, you can still share in your child's activities. Proudly display your child's art work and projects at home (children love to see their creations decorate the refrigerator), and in the evening and on the way from the center, encourage your child to share his or her experiences. Talk about the fun things your child likes to do, the teachers, special friends, favorite lunches and whatever else interests your child. Because the Tutor Time staff keeps you continuously informed of your child's activities and progress, you'll have much to share. In addition, our informative website, www.tutortime.com, conveys an overview of our company's global mission and goals, as well as an in depth look at our local, individual centers. By viewing our site, you will be able to see your child's center's activity plans, lunch menus and curriculum for each age group.

You are encouraged to speak with your child's teacher on a frequent basis. If there are any questions, problems or situations that need to be addressed do not hesitate to contact the Center Director or owner/operator. If you wish to discuss a concern with the Tutor Time Corporate Headquarters, please call the Customer Service Department at (800)-275-1235 ext. 215. Our goal is to consistently communicate with you and resolve any concerns you may have.

At Tutor Time we maintain careful observation records of your child's development using our Ability Profile. You may schedule a conference to discuss your child's Ability Profile throughout the year.

# **OUR EDUCATIONAL PHILOSOPHY**

# **OUR PHILOSOPHY**

During the first years of life, the intellectual and physical development of children is unparalleled, and the desire to learn and to know will never be more intense.

We believe the school is a vital extension of your family. We share your love and concern for your children. We work together to build a foundation for their happiness and success.

## AT TUTOR TIME CHILD CARE/LEARNING CENTERS, WE BELIEVE...

- ...that the development of young children is largely influenced by the degree of intellectual, physical, emotional and social stimulation in their environment.
- ...that children learn through play, exploration, hands-on observation and through positive feedback from the adults who influence them which are primarily their parents and teachers.
- ...in a safe, happy, clean, organized atmosphere, children learn at their own pace from everything they see, hear, touch, taste and smell.
- ...that unhurried, non-threatening, non-competitive and non-judgmental learning experiences with positive reinforcements, are the most effective methods for the growth and development of young children.
- ...that learning cannot be forced, and the comparison of individual children to a "standard of normalcy" is not productive except to detect genetic or acquired abnormalities, or special needs that may require attention.
- ...that a child who experiences "success" will see him/herself as competent, and that enhanced self-esteem increases the desire to learn.

## THEREFORE, TUTOR TIME IS COMMITTED TO PROVIDE EVERY CHILD...

- ...with an atmosphere rich in experiences, concepts, ideas and skills by presenting opportunities each day to play and learn in a variety of developmentally appropriate centers.
- ...with opportunities to explore computer programs, and to be in synchronization with the technology of today and tomorrow.
- ...with skilled, professional and caring teachers who will participate with the children in the learning process throughout the entire day.
- ...with opportunities for success enabling the child to develop a strong sense of self-esteem.
- ...with positive and loving direction to achieve self-discipline and develop appropriate social skills.
- ...with exciting and multifaceted educational experiences, introducing communication skills which include pre-reading and writing skills.

# TUTOR TIME CURRICULUM

The Tutor Time educational program is a discovery based learning experience that gives a child the opportunity to utilize specially designed learning centers at his or her own level of interest and ability. Each learning center has a specialized curriculum according to weekly and daily themes. There is a daily communication to parents regarding activities and a plan for re-enforcement through experiences at home shared with the family. As the children work in learning centers they have the opportunity to learn and grow through a diversity of ideas, concepts and skills. Some centers are designed to develop large and small motor skills, while others are more activities based. Our program focuses on developing the pre-schoolers' imagination and natural curiosity for learning. The program presented in learning centers allows for hands-on discovery experiences. This develops skills in problem solving. Academic instruction is presented through thematic presentation of developmentally appropriate materials, which have been developed exclusively for Tutor Time. Activities alternate between those that are teacher directed and those that are child directed.

Our unique and varied learning centers include areas of discovery and participation in:

 $\textbf{Computers -} \textbf{children ages } 2\frac{1}{2} \textbf{ and older have opportunities to use a computer which is equipped with developmentally appropriate software programs.}$ 

Tutor Towne - is an indoor village for self directed, dramatic play and learning for children age 3 - 6 years. Our exclusively designed two-story structure encompasses various buildings such as a house, supermarket, post office, fix-it-shop and more. Children just love to climb the stairs to the second level and come back down on a slide in the firehouse, landing safely in a colorful, soft ball pit. The Tutor Towne Willage is an integral part of the Tutor Time curriculum and a very special feature of the center.

**Home Life -** an area for experiences that develop independence, self-confidence, concentration and eye-hand coordination. Our tray lessons foster pre-writing and pre-reading activities that promote the critical skills needed to be a successful student in elementary school.

**Science -** an area for hands-on learning and curious minds. We explore many scientific concepts and have the opportunity of asking why things work, and how things work and what makes them work.

**Sensory -** an area where perceptions gained through sensory stimulation become the foundation for intellectual development and formalized education. We use all of the five senses in our display of materials, so children may discover the wonders of hands on learning.

**Library** - where children are introduced to the wonders of reading with age-appropriate books.

Music, Dance, and Dramatic Play - for creative expression and gross motor skill development.

Outdoor Playground - an exciting recreational area with safe and developmentally appropriate play equipment for enhancing gross motor skills and social interaction.

Blocks - an area where spatial relations and relativity are experienced through creative structuring.

Small Manipulatives - a center where concentration, fine motor skill development and eye-hand coordination develop through manipulative play.

Art - a center where, through a variety of media, a child enjoys the process of art through creative expression of individual thoughts, feelings and perceptions.

Social Studies - a child's introduction to our world through multi-cultural activities.

Tutor Time P.R.E.P. Program <sup>™</sup> - a specially designed learning program for 3, 4 and 5 year olds. It is an innovative approach to providing a balanced preschool curriculum combining developmentally appropriate practices and traditional learning techniques. This program features:

• Tutor Time Phonics Express™ - a program that introduces pre-reading skills through a phonetic awareness approach, that encourages development of verbal communication skills and excites children about the ability to communicate in many ways.

• Tutor Time Math Magic™ - an exciting component of our curriculum where quantity concepts are introduced through concrete hands-on, manipulative exercises, which are later associated with number symbols.

• Tutor Time Handwriting Helpers™ - a portion of our preschool curriculum specifically designed to promote a child's creative expression, with activities such as cutting, pasting, drawing and writing.

# ENHANCEMENT PROGRAMS\*

Tutor Time offers a variety of enhancement programs which supplement our child care program. The following programs have been developed to meet the specific needs of our families.

## TUTOR TIME® ADVENTURE CLUB™

School-age child care is not a new concept, but the need for it has dramatically increased in recent years. Tutor Time's Adventure Club provides continual care for elementary age children from kindergarten through fifth grade. Children are encouraged to express their creative abilities through arts and crafts, dramatic play, music and healthy snack creations. Tutor Time teachers encourage group projects, teamwork and social interaction among the children. We plan activities around community points of interest, seasonal events, on-site projects, homework time and game time.

#### KINDERGARTEN

Tutor Time's private Kindergarten is available to students who meet age eligibility and will enter 1<sup>st</sup> grade next school year. Tutor Time offers a balanced program that focuses on the developmental characteristics of children of Kindergarten age. We offer center-based learning, which means your child will have daily opportunities to choose from a variety of developmentally appropriate learning materials.

## TUTOR TIME® CUB CAMPSM

Tutor Time Cub Camp offers summertime fun for preschoolers age 4-5. Cub Campers will enjoy exploring the world of theater, radio and television through weekly themes and activities. Arts and crafts, computers, outdoor sports and water play allow Cub Campers to have fun while they learn. Special visitors are invited to entertain us throughout the summer with storytelling, face painting, ceramics, petting zoos, etc.

## TUTOR TIME® ADVENTURE CAMPSM

Adventure Camp promises to be an answer to fun, safe, secure, and affordable summer entertainment specially designed for children ages 5-12. Adventure Campers enjoy daily activities such as arts and crafts, games, computers, sports and field trips. A balance of educational and recreational activities helps to create a complete summer camp experience.

## TUTOR TIME® CENTER FOR ACADEMIC ENRICHMENT™

The Tutor Time Center for Academic Enrichment offers individualized tutoring programs for students K through  $12^{th}$  grade. We help to challenge and motivate your child through re-mediation or enrichment programs in reading, math, basic writing skills, study skills, test-taking and SAT/ACT preparation. Tutor Time Center for Academic Enrichment enables students to understand the strategies of effective studying and become more comfortable and confident with their abilities.

\*Enrichment programs may vary by location

# SAFETY AND SECURITY

From the moment your child arrives, until he or she is picked up at the end of the day, your child's safety is our foremost concern. No child shall ever be left unsupervised. Our center is equipped with an intercom/telephone in each classroom to allow for emergency communication.

## TUTOR TIME HAS INSTITUTED A SECURITY SYSTEM IN EVERY FACILITY. FEATURES INCLUDE:

- · Video cameras for monitoring and observation
- · Gates and privacy fences surrounding the property
- · Special lock at entrance with limited access
- · Viewing windows for classroom visibility
- · Motion detectors in unused parts of the building
- Safe N Sound™ the most complete electronic automated security management system in the childcare industry

## **TUTOR TIME LICENSURE**

Tutor Time is licensed under the regulation of all applicable state and local childcare agencies. A copy of your local childcare regulations is available from the Center Director. As a matter of policy, Tutor Time operates each center to meet or exceed all state and local regulations.

#### **OUR SPECIAL STAFF**

Every staff member on the Tutor Time team has unique talents, skills and characteristics that they bring to the team. Backgrounds include formal training, degrees in Early Childhood Education as well as ongoing Tutor Time University training. Each staff member completes a thorough application, screening and training process, complying with Tutor Time standards and local government regulations, before being placed in the classroom. This includes a criminal record check, a minimum of three employment references verified, and a current physical examination and TB test.

During the interview process, applicants are observed interacting with children, and are questioned about their ability to carry out the Tutor Time mission and philosophy. Only the most qualified and capable applicants are selected, and placed in a ninety (90) day on the job training period during which they are closely monitored and evaluated. In addition, staff members are certified in infant/child CPR and First Aid. Tutor Time staff members participate in continuing professional education and training and ongoing evaluations.

#### A TYPICAL DAY AT TUTOR TIME

A day at Tutor Time is filled with various age-appropriate, stimulating experiences. Different areas of interest, in balanced time periods, are made available for the child to pursue. Of course, regular trips to the bathroom, playground time, meals, snacks and rest time are part of the day. A detailed daily schedule is posted in each room. The consistency of routine and knowing what to expect during the day helps children develop a sense of trust and understanding of their environment.

## MANY FLEXIBLE SCHEDULES ARE AVAILABLE

Tutor Time Child Care/Learning Centers are generally open from 6:30 a.m. to 6:30 p.m. Monday through Friday, twelve months a year. Tutor Time offer's full-time and part-time care and flexible scheduling on a space available basis. The Center Director can provide you with specific information on what openings are available.

# THE TUTOR TIME EXPERIENCE

A WONDERFUL EXPERIENCE FOR YOU AND YOUR CHILD!

YOU DON'T HAVE TO FEEL GUILTY!

Children who attend a quality childcare center will develop social skills and benefit from experiences in problem solving by participating in social situations that they would miss if they stayed home.

Children who attend a quality childcare center will adjust more easily when they begin formal schooling.

Children who attend a quality childcare center will be less distressed when their mother has to be away from them. They learn to build trust in teachers.

You can spend satisfying quality time with your child because you will focus on interacting with them during the hours you are together.

If you are happier working and providing a more secure lifestyle for your family, your children will understand, and they will be happier in a quality childcare center than they would staying at home with an unfulfilled, discontented parent.

When you have decided that childcare is best for your child and your family, check out all the opportunities in the area. When you have decided that Tutor Time is the best choice, bring your child in for a tour of the center. The Center Director will be sure that your child enjoys visiting Tutor Time and has a chance to meet the teachers and children they will spend the day with. Be sure your child is familiar with the classroom and other areas of the center where he or she will attend. Make sure they know where the bathroom is located and where they will eat, rest and play outside.

When it is time to begin, share your happiness and excitement about the new school with your child. Your child will react favorably to your positive outlook. Take some pictures of your child, his teacher and some of his new friends and let the child see them displayed at home.

Be sure your child understands that you will be back! During the day, the teacher can remind your child when to expect you. Your preschool child can equate your arrival time with it being after lunch or after nap or after playground time. Try and make your daily routine consistent.

For some children, going to school is a happy, uneventful break from family caregivers. For other children the experience is both difficult and frightening. Until that first morning (or the first few days) there is no way to be absolutely sure of how a child will react. Sometimes, days later, there is a delayed reaction accompanied by tears and non-verbalized fears. The way parents react can play an important role in a child's enthusiasm and acceptance. Be honest with your child. "I'm leaving for work now. I will be back at 4:00 p.m." "Give me a big hug and a kiss." At this time the teachers will provide areas of interest for your child for learning opportunities throughout the day. Should your youngster continue to be upset we will keep you informed with other suggestions to ease the transition period. At the end of the day, park your car and come into the center. Your child will probably be looking for you, and the staff will have him/her ready to go. Do not be surprised if your child becomes emotional and starts to cry when they first see you. This is just a release of any anxiety they may feel in the first few days. If for some reason you will be delayed, please call the center. Make sure that the staff sees you take your child, and remember to sign out from the center. Don't forget to gather precious personal items and art work your child may need later at home. Repeat this procedure on the days following the first day. If you have any concerns do not hesitate to call the center. Together we will discuss how to overcome any problems that may arise.